

## **ASSESSING THE PLANNING EFFORT**

**9057**

(No. 7 September, 1991)

This assessment is necessary to complete the planning cycle through evaluation of the effectiveness and progress of the activities identified in the Unit Fire Prevention Plan for the just completed year. It is also needed in advance of the next planning cycle in order to make adjustments to the next planning cycle. This effort is optional; however, review and analysis of the previous year's efforts is strongly encouraged. The target audiences of this information are:

- Unit chief/delegated unit line officer
- Region program managers and line officers (optional)
- Unit personnel directly involved with the planning and implementation of the fire prevention plan (e.g., field Battalion Chiefs, CFES Coordinator, and division chiefs)

## **REQUIRED MATERIALS**

**9057.1**

(No. 7 September, 1991)

- Assessment Matrix Worksheets (See end of this unit)
- Assessment Matrix (See end of this unit)
- Current Fire Prevention Assignment and Analysis Worksheet (CDF-20) from the Fire Prevention Plan of year being assessed

## **REVIEWING THE ASSESSMENT MATRIX WORKSHEET**

**9057.2**

(No. 7 September, 1991)

The Unit Fire Prevention Officer should complete or have the Battalion Chiefs complete Blocks 5 through 9 of each Assessment Matrix Worksheet (CDF-20) prepared at the beginning of the previous Fire Prevention planning cycle. This will compare what was accomplished with what was accepted as being within the capability of available resources at the beginning of the year. The data should be summarized and transferred to the Fire Prevention Assignment and Analysis Worksheet (CDF-26) developed in the planning cycle of the year being evaluated. Blocks 1 through 4 were completed at the beginning of the previous planning cycle. Complete the Assessment Matrix Worksheet (CDF-20) using the following instructions.

BLOCK FIVE: Check the appropriate answer to the question.

A "NO" answer will need to be explained in Block 5A. An example of a "no" answer explanation could be, "The review of targeted PRC 4291 inspections reveals that only 60% of the structures in this targeted RRA received an inspection." In this example the person completing the worksheet would recommend corrective measures to the unit chief in Block 5A. The estimated percent completion should be included in this section if appropriate.

A "YES" answer in Block 5 requires completing Block 5B. The four line items in Block 5C should be predicated on the actual CDF time, miles, and operational costs that were expended on each activity. The actual VIP miles and meals costs should be listed in the VIP space.

BLOCK SIX: Comments made here are recommendations based on experience gained during the application of that activity. Lessons learned should be recorded to prevent the same mistake occurring again. Examples may include a timing conflict with other activities, political considerations, additional materials needed, etc.

BLOCK SEVEN: Other comments may be stated in this section.

BLOCK EIGHT: Print name and date.

BLOCK NINE: The Unit Chief should complete this block following review of the Assessment Matrix Worksheets for the just completed planning cycle. The "unit chief's certification" portion of this block need only be completed by the unit chief or other designated line officer for mandated activities that were not completed by referencing the recommendations found in Block 5A.

## **COMPLETING THE FIRE PREVENTION ASSIGNMENT AND ANALYSIS WORKSHEET**

**9057.3**

(No. 7 September, 1991)

Transfer the appropriate data from the Assessment Matrix Worksheet (CDF-20) to the Fire Prevention Assignment and Analysis Worksheet (CDF-26) that was prepared at the beginning of the planning cycle being evaluated. Complete the Completed By, Percent Completed, and Comments sections. If the activity was completed, enter 100 percent. If only partially completed, estimate the percentage that was completed.

**FORMS AND/OR FORMS SAMPLES: RETURN TO CDF LIBRARY HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

[\(see next section\)](#)

[\(see Table of Contents\)](#)